

U.S. DEPARTMENT OF ENERGY
NEVADA OPERATIONS OFFICE

ORDER

NV O 151.1

Approved: 12-26-00
Review Date: 12-26-02
Expires: 12-26-04

**COMPREHENSIVE EMERGENCY
MANAGEMENT SYSTEM**



INITIATED BY:
Emergency Management Division

COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM

NV O 151.1

12-26-00

1

1. OBJECTIVES. The objective of this Order is to define the local responsibilities, requirements, and definitions established for the Department of Energy (DOE) Nevada Operations Office (DOE/NV) Comprehensive Emergency Management System. This Order supplements and is to be used in conjunction with DOE O 151.1A, COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM. This supplemental Directive does not change any requirements of the DOE Order but contains administrative or contractual guidance for DOE/NV personnel.
2. CANCELLATIONS. NV PI 97-010, COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM, dated 7-18-97.
3. APPLICABILITY.
 - a. DOE/NV Organizational Elements. The provisions of this Order apply to DOE/NV organizational elements.
 - b. Contractors. The requirements applicable to DOE/NV contractors, national laboratories, other federal agencies, and other user organizations are set forth in the Contractor Requirements Document (CRD), Attachment 1. Compliance with the CRD will be required to the extent set forth in a contract or agreement.
5. RESPONSIBILITIES.
 - a. DOE/NV Manager.
 - (1) Responsibilities identified in DOE O 151.1A, Chapter I, subparagraphs 8c (except (1) and (2) thereunder), 8d, 8i, 8j, and 8r.
 - (2) Approves the DOE/NV Consolidated Emergency Management Plan (CEMP) and forwards it to the Lead Program Secretarial Office (LPSO), Deputy Administrator for Defense Programs (DP-1), and the Office of Emergency Management (SO-41).
 - (3) Approves the DOE/NV consolidated Emergency Readiness Assurance Plan (ERAP) and submits to the LPSO, DP-1, and SO-41.
 - (4) Designates Emergency Director (ED), DOE/NV Emergency Response Organization (ERO). Personnel designated as ED perform or delegate those functions identified in DOE O 151.1A, subparagraph 4c(1)(b)1 to 4, and Chapter I, subparagraph 8n.

COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM

NV O 151.1

2

12-26-00

b. Assistant Manager for National Security (AMNS).

- (1) Responsibilities identified in DOE O 151.1A, Chapter I, subparagraph 8j.
- (2) Ensures evaluation of contractor Emergency Management Programs (EMP).
- (3) Concurs on the DOE/NV CEMP, ERAP, and this Order.

c. Emergency Management Division (EMD).

- (1) Responsibilities identified in DOE O 151.1A, subparagraphs 4b(1)(b) and 4c(1)(a); and Chapter I, subparagraphs 8a, 8b, 8e, 8g, 8h, 8j, 8k, 8l, 8m, 8o, 8p, 8q, and 8s.
- (2) Serves as the programmatic focal point for development, implementation, and maintenance of the Comprehensive Emergency Management System for DOE/NV and Office of Primary Responsibility for the DOE and DOE/NV Directives related to emergency management.
- (3) Ensures processes are developed and implemented for official emergency notifications and reporting, in accordance with DOE O 151.1A, Chapter VIII.
- (4) Develops and implements an EMP in accordance with DOE O 151.1A, Chapters III and IV.
- (5) Develops and maintains the CEMP and submits to the Manager, DOE/NV, for approval, with the concurrence of AMNS. Ensures facility/site/activity-specific Emergency Response Plans are integrated into the CEMP. Ensures CEMP requirements and responsibilities are addressed in facility/site/activity-specific Emergency Response Plans and procedures.
- (6) Ensures emergency response requirements of Hazards Surveys, Hazards Assessments, and emergency action levels for operations under DOE/NV cognizance are factored into DOE/NV emergency management processes, systems, and procedures.

COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM

NV O 151.1

12-26-00

3

- (7) Provides technical assistance to DOE/NV organizational elements and contractors concerning laws, regulations, and DOE and DOE/NV Directive system requirements applicable to emergency management systems.
- (8) Ensures operational readiness and performs operations assessments of response assets in accordance with DOE O 151.1A, Chapter X, subparagraph 4b.
- (9) Ensures each contractor-operated facility conducts internal readiness assurance assessments as required by DOE O 151.1A, Chapter X, subparagraph 4a.
- (10) Develops and maintains the DOE/NV Federal ERO Training and Qualification Program, and core training development and maintenance for the federal ERO.
- (11) Ensures emergency response responsibilities related to DOE/NV operations that affect non-DOE personnel and sites are appropriately reflected in Memorandums of Understanding (MOU)/Memorandums of Agreement.
- (12) Coordinates the development of the DOE/NV consolidated exercise schedule.
- (13) Participates in the planning and coordination of site drills or exercises involving participation by noncontractor organizations.
- (14) Provides support and technical assistance to the Office of Public Affairs & Information in planning emergency public information activities.
- (15) Develops the consolidated DOE/NV ERAP in accordance with DOE O 151.1A, Chapter X, subparagraph 3.
- (16) Serves as the principal DOE/NV point of contact (POC) for SO-41.
- (17) Ensures the operational readiness of the DOE/NV Emergency Operations Center (NVEOC).
- (18) Serves as the DOE/NV member of the Headquarters Emergency Management Advisory Committee.

COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM

NV O 151.1

12-26-00

4

- (19) Coordinates DOE/NV support to the Energy Emergency Management Team and DOE/NV participation in energy emergency readiness exercises.
- (20) Serves as the POC for the DOE Continuity of Operations Program.
- (21) Coordinates with the Director, Safeguards & Security Division, to ensure adequate support to NVEOC.

d. Safeguards & Security Division.

- (1) Office of Primary Responsibility for DOE/NV security-related emergencies and incidents.
- (2) Ensures processes are developed and implemented for official emergency notification to Federal, state, and local law enforcement agencies in the event of a security-related emergency or incident.
- (3) Ensures operational readiness of the DOE/NV Tactical Operations Center.
- (4) Supports EMD to ensure adequate security support is provided to the NVEOC.
- (5) Develops security-related MOUs, Mutual Support Agreements, and Joint Tactical Response Plans related to DOE/NV emergency operations that affect DOE/NV security readiness.
- (6) Serves as the lead in the planning and coordination of site security drills and exercises.

e. Other DOE/NV Organizational Elements. Provides support to the ERO in accordance with their functional responsibilities.

- 7. CONTACT. For assistance regarding this Directive, contact EMD at 702-295-6351.
- 8. REFERENCE. DOE G 151.1-1, EMERGENCY MANAGEMENT GUIDE, dated 8-21-97.

COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM

NV O 151.1

12-26-00

5

9. DEFINITIONS.

- a. Consequence Assessment. Use of predictive models and the evaluation and interpretation of radiological or other hazardous materials (HAZMAT) measurements and other information to provide a basis for decision making.
- b. Drill. Supervised, "hands-on" training for members of an ERO.
- c. Emergency. An emergency is a sudden, generally unexpected occurrence or set of circumstances demanding immediate action.
- d. Emergency Action Level. Specific, predetermined, observable criteria used to detect, recognize, and determine the emergency class of Operational Emergencies.
- e. Emergency Management Hazards Assessment (EMHA). A quantitative analysis of the release of or loss of control of HAZMAT (radiological and nonradiological). The EMHA provides the technical basis for facility Emergency Plans.
- f. Emergency Operations Center. The DOE/NV center, located at the Nevada Support Facility, from which management and support personnel carry out coordinated emergency response activities.
- g. Emergency Readiness Assurance Plan. A plan to ensure that emergency plans, implementing procedures, and resources are adequate and sufficiently exercised and evaluated.
- h. Emergency Response Organization. The designated group(s) of personnel responsible for coping with and minimizing or mitigating the effects of any emergency.
- i. Exercise. A comprehensive performance test of the integrated capability of most aspects in the EMP associated with the facility.
- j. Facility. Any equipment, structure, system, process, or activity that fulfills a specific purpose. Examples include accelerators, storage areas, fusion research devices, nuclear reactors, production or processing plants, coal conversion plants, magneto hydrodynamics experiments, windmills, radioactive

COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM

NV O 151.1

12-26-00

6

waste disposal systems and burial grounds, testing laboratories, research laboratories, transportation activities, and accommodations for analytical examinations of irradiated and unirradiated components.

- k. Joint Information Center (JIC). A center where organizations responding to an emergency coordinate the release of accurate and timely information to the public and the media. A JIC is operated cooperatively by all responding levels of Federal, state, tribal, and local governments.
 - l. Protective Action. Physical measures, such as evacuation or sheltering, taken to prevent potential health hazards resulting from a release of HAZMAT to the environment from adversely affecting employees or the off-site population.
 - m. Site. The area over which DOE has access control authority. This includes any area that has been designated as a National Security Area.
10. CONTRACTOR REQUIREMENTS DOCUMENT. See "Contractor Requirements Document," Attachment 1 of this Order.



Kathleen A. Carlson
Manager

COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM

NV O 151.1
12-26-00

Attachment 1
Page 1 (and 2)

CONTRACTOR REQUIREMENTS DOCUMENT

16. All contractors, national laboratories, other Federal agencies, and other Nevada Test Site users shall:
 - a. Implement site/facility/activity-specific Comprehensive Emergency Management Programs (CEMP) based on a graded approach consistent with the requirements of DOE O 151.1A, Attachment 1, "Contractor Requirements Document."
 - b. Submit final Emergency Readiness Assurance Plan, all Hazards Assessments and any mitigating documentation, Protective Actions, and emergency action levels to the Director, Emergency Management Division.
 - c. Provide and maintain on-site emergency facilities in accordance with requirements established by facility Hazards Surveys and Hazards Assessments.
17. Performance-Based Management Contractor shall:
 - a. Provide, manage, and maintain the capability to respond to and mitigate internal Department of Energy (DOE) Nevada Operations Office (DOE/NV) emergencies in accordance with the DOE/NV CEMP.
 - b. Operate the Emergency Management Center in accordance with established procedures.
18. Management and Technical Support Services Contractor shall:
 - a. Operate the DOE/NV Emergency Operations Center in accordance with established procedures.
 - b. Coordinate the reporting of operational information on a 24-hour basis.
19. Security Contractor shall operate the DOE/NV Tactical Operations Center in accordance with established procedures.